CMS Net

MEDS User Guide

Table of Contents

Table of Contents	1
Preface	IV
Legend	iv
CCS Modifications	1
CCS Changes	1
Background	1
Client Identifier	1
County ID	2
Nightly Updates	2
Note:	2
Type of Updates	3
Ongoing or Current Medi-Cal Client	3
Ongoing or Current Food Stamps Client	
CCS Data Added to MEDS	4
Purpose of Data	4
Update Client Information Process	5
Day Specific Updates Process	6
POS Messages	
Aid Codes and POS Messages	8
Generate a BIC	
Access to HEMI	9
CMS Indicator	10
CMS Notification flag	10
MEDS ALERTS	
Overview	11
Types of MEDS Alerts	11
Transaction Functionality	
Screen Example	

Table of Contents, Continued

MEDS Inquiry Menu	13
MEDS Inquiry Request Menu Screen	13
"G" Option Access	13
HAP Inquiry Menu	14
View HAP Eligibility	14
View CCS Information Screen	15
Action Values	15
Help Screen for the MEDS Inquiry Request Menu	16
RECIPIENT INQUIRY REQUEST	17
Recipient Inquiry Request Screen (INQR)	17
Inquiry Medi-Cal Screen	18
HAP Inquiry Menu Screen	19
HAP Eligibility	19
View CCS Information Screen	20
Action Values	20
Request CCS Information	21
Cross Reference Search	21
HEMI Screen Functionality	22
New Online HEMI Error Messages	23
INWA REQUEST SCREEN	24
Overview	24
User Differences	24
Access the INWA Request Screen	25
Data Elements	26
INWA SUMMARY SCREEN	27
Overview	27
Data Elements	28

Table of Contents, Continued

INWA DETAIL SCREEN	30
Overview	30
Data Elements	31
HELP MENUS	33
Overview	33
INQE Screen Help Menu	33
INWA Screen Help Menu	34
MEDS ALERTS	35
MEDS Alerts Reports	35
CCS Daily Alerts Screen	36
RESULTS OF MEDS UPDATES	37
Overview	37
INQM Screen	37
INQE Screen	38
INQA Screen	39
INQD Screen	40
INXC Screen	41
INXN Screen	42

Preface

Legend

In procedures on the following pages users will see various symbols used.

- When a procedure is described, the check mark indicates the result of an action.
- The arrow indicates a content note.

and internal use only.

CCS Modifications

CCS Changes

The modifications to include California Children Services (CCS) and Genetically Handicapped Persons Program (GHPP) Client Eligibility were added to Medi-Cal Eligibility Data System (MEDS).

CCS client information is available on MEDS.

GHPP client eligibility will be available on MEDS when the changes to client eligibility in the GHPP system are implemented.

The CCS and GHPP Client Eligibility is being added to MEDS prior to use by the Fiscal Intermediaries to adjudicate CCS and GHPP claims.

Background

The CCS program, a <u>federally</u> mandated public health program, provides specialized medical services to financially and medically eligible children *under* twenty-one (21) years of age with severe handicapping health conditions. These are primarily diagnostic, treatment, and therapy services.

GHPP, an entirely <u>state-funded</u> program, provides services to persons twenty-one (21) years of age and older who have specific genetic conditions such as Hemophilia, Cystic Fibrosis, etc.

The CCS/GHPP case management involves comprehensive tracking beginning with a client's initial contact, eligibility, provider approval, authorization for care, treatment, follow-up, and continued care referrals.

Client Identifier

The CMS-Net and GHPP systems require the use of the Client Identification Number (CIN) for all CCS/GHPP clients. The CIN is the primary client identifier to establish eligibility in both CMS-Net and GHPP systems.

Counties access the Statewide Client Index (SCI) via CMS-Net and GHPP systems to acquire a CIN for their client if needed.

CMS-Net and GHPP use the Common Application Transaction System (CATS) for this existing process.

CCS Modifications, Continued

County ID

The CCS/GHPP County ID is composed of the following:

- Responsible County code
- CCS aid code
- a '9'
- The CIN.

This county ID is only *stored* on the MEDS County Cross-reference file. It is not displayed on the main MEDS inquiry screens.

The county and aid code on MEDS for the CCS ONLY client will have no meaning for CCS since CCS <u>day-specific</u> eligibility exists on HAP.

Nightly Updates

Nightly, the CMS-Net systems will send CCS eligibility updates to MEDS using the CIN as the identifier. Since CCS eligibility is <u>day-specific</u>, not month-specific like Medi-Cal, there are two processes required to update eligibility.

CMS-Net will send transactions to update the following information on MEDS:

- CMS eligibility (by using the Known to CMS Indicator and the Notify CMS Indicator
- Date of Birth
- Residence Address
- Phone Number
- Language
- Address Verification Flag
- County of Responsibility
- Aid Code

• Sex

Name

- Mailing Address
- Ethnicity
- Alias Name
- SSN
- County of Residence
- Other Health Coverage on MEDS

Note:

In the second phase of Client Eligibility, CMS-Net will send transactions to update the associated Health Insurance System (HIS) database with the clients other health insurance information.

CCS Modifications, Continued

Type of Updates

When a CCS transaction updates MEDS there are limits to what the transaction can update based on the existing MEDS record.

Full Update

If a current MEDS record already exists and there is **no** <u>Current</u> or **no** <u>Ongoing</u> eligibility present for Medi-Cal Clients or Food Stamps Clients, CCS transactions perform a full update to MEDS.

The system will update all fields listed in the Nightly Updates section on the previous page.

Limited Update

A limited update to MEDS occurs if a current MEDS record already exists for the client and there **is** ongoing or current Medi-Cal or Food Stamp eligibility present.

Ongoing or Current Medi-Cal Client

On <u>limited</u> updates for Ongoing or Current Medi-Cal Clients, the system will NOT update the following fields on MEDS.

- Name
- Mailing Address
- Sex
- Date of Birth
- County of Responsibility
- Residence Address
- Mailing Address Verification Flag
- SSN
- Aid Code

Ongoing or Current Food Stamps Client

On <u>limited</u> updates for Ongoing or Current Food Stamps Clients, the system will NOT update the following fields on MEDS.

- Name
- Sex
- SSN

- Date of Birth
- Aid Code
- County of Responsibility

CCS Modifications, Continued

CCS Data Added to MEDS

The addition of data specifically for CCS/GHPP clients to the MEDS system involves the following functions:

- 1. Inquiry and add/update capabilities to MEDS, and Health Access Programs (HAP) from the CMS-Net system
- 2. Benefits Identification Card (BIC) issuance for CCS only clients
- 3. Access to timely CCS eligibility information by all users of the MEDS and the Point of Service (POS) system.

Purpose of Data

The new CCS data within MEDS will be used:

- 1. To maximize CCS dollars by having program eligibility verified by the automated systems versus the current manual methods,
- 2. In issuing service authorizations,
- 3. By providers in eligibility inquiries via POS, and
- 4. By EDS CA-MMIS and Delta Dental CD-MMIS fiscal intermediaries in the adjudication of CCS claims.

CCS Modifications, Continued

Update Client Information Process

The first eligibility process is to update client information:

- 1. Update the MEDS database with the client identification information.
- 2. No information verifying CCS eligibility will be carried on the MEDS database.
 - Adding CCS client identification information to MEDS will generate the Benefits Identification Card (BIC) for the client (if not already issued), and
 - A new MEDS record will be generated if none currently exists on MEDS.
 - CMS will be able to request replacement BICs.
- 3. A non-expiring, Known to CMS Indicator and CMS Notification flag will be added to MEDS for the CCS client that will be visible on the MEDS INQE screen.
- 4. When the client is CCS ONLY, in addition to the two CMS indicators, MEDS will have in the primary eligibility segment:
 - MEDS ID
 - CIN
 - Client identification information, such as Name, DOB, Sex, Address and Phone number
 - A CCS aid code
 - Eligibility status 999
 - The responsible county
 - A Government Responsibility Code (GRC) code of '6'.

CCS Modifications, Continued

Day Specific Updates Process

The second eligibility process is to update the day-specific CCS eligibility information on the HAP database.

- The CMS-Net systems will update these HAP CCS eligibility tables nightly.
 - Users can view the HAP eligibility in MEDS by using the Health Access Programs (HAP) Inquiry Menu (HEMI screen).
- The MEDS and HAP CCS information will be accessible via the Point of Service (POS) network response and via MEDS on a new screen.
- The Fiscal Intermediary Access to Medi-Cal Eligibility (FAME) file will carry the CMS indicator, but no CCS eligibility.

A separate extract file from HAP of the CCS eligibility will be made available to the Medi-Cal managed care plans.

CCS Modifications, Continued

POS Messages

- If the CCS ONLY client has Medicare other health coverage, those messages will display.
- When the future date of service is invalid for determining day-specific eligibility, a new POS message displays:

'No HAP eligibility for Date of Service entered'

- When determining a day-specific eligibility:
 - If the current or history date-of-service is invalid, the following POS message displays:

'No recorded eligibility for MM/YYYY'

[where the MM/YYYY is the month and year in which the date of service falls]

• If the HAP database is unavailable to verify CCS eligibility, this message displays:

'HAP system unavailable'

CCS Modifications, Continued

Aid Codes and POS Messages

The CCS eligibility POS messages are listed in the table below.

Aid Code	Eligibility	Benefits	Message
9K	CCS eligible	CCS Benefits	CCS eligible.
		Diagnosis	CCS prior authorization required
		Treatment	for CCS services
		Therapy	
9R	CCS eligible	CCS Benefits	CCS eligible.
	(HF over CCS	Diagnosis	CCS prior authorization required for
	financial eligibility)	Treatment	CCS services
	CCS benefits	Therapy	
9M	CCS eligible	CCS Benefits	CCS eligible for Medical Therapy
	Medical Therapy	Therapy	Program services only.
	Program Only		CCS prior authorization required for
			CCS services
9N	CCS Medi-Cal	Medi-CAL Benefits	CCS eligible.
	Benefits Only	Diagnosis	CCS prior authorization required for
		Treatment	CCS services

CCS Modifications, Continued

Generate a BIC

The logic for generating a Benefits Identification Card (BIC) for CCS clients is also impacted by the restrictions on a **full** or **limited** update to MEDS.

- If the name on the transaction doesn't match MEDS, a BIC will still be generated.
- If the date of birth (DOB) doesn't match exactly, but the DOB passes MEDS file clearance edits, and there is no new DOB on the transaction, a BIC will be generated.

Access to HEMI

In CMS-Net, users can gain entry to the Health Access Programs Inquiry Menu (CCS/GHPP) from a variety of screens:

- Inquiry Request Menu
- Recipient Inquiry Request Menu
- INWA screen [Online Worker Alert Summary]

CCS Modifications, Continued

CMS Indicator

The CMS Indicator describes if the client is known to the CCS systems. Valid values are:

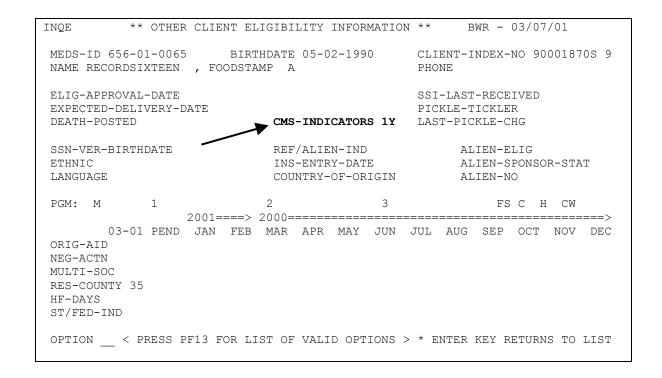
- 0 Removed
- 1 Known to CCS Only
- 2 Known to GHPP Only
- 3 Known to CCS and GHPP.

CMS Notification flag

The CMS Notification flag is used to determine when to send MEDS changes on CCS clients to CMS. Valid values are:

- Y Keep notifying CMS of changes to the client, and
- N Do not notify CMS any longer of changes to this client.

The INQE screen displays OTHER CLIENT ELIGIBILITY INFORMATION. The CMS Indicators field below displays the notification flag.



and internal use only.

MEDS Alerts

Overview

MEDS Alerts notify CCS workers of the outcome of CMS Net updates to MEDS.

- May or may not require follow-up action by CCS county, Welfare county, or other automated system that interfaces with MEDS
- Available for online viewing in MEDS
- Available in hardcopy format via U.S.P.S. delivery

Types of MEDS Alerts

MEDS Alerts consist of GZ transactions. GZ Transactions are batch processes that occur behind the scenes in the system. They will trigger transactions to MEDS and each has a specific function.

- GZ10, GZ12, GZ20: Alerts for MEDS transactions that are submitted by CMS Net.
- GZ99: Alerts for MEDS transactions that are submitted by Welfare departments, Healthy Families administrative vendor, ISAWS, and other MEDS interfaces.

Transaction Functionality

- GZ10 will add changes or will delete an SSN in MEDS
- GZ12 will change CMS Indicators
- GZ20 will add or update patient eligibility and demographics.
- GZ99 apply only to clients that have CCS eligibility on MEDS and are reported by the legal county in which the MEDS client belongs.

MEDS Alerts, Continued

Screen Example

GZ Transactions display on MEDS screens. The example below displays a MEDS record after CMS Net update.

INOD ** CHANGE DATES AND AUTHORIZED REP. INFORMATION ** BWR - 03/30/01

MEDS-ID 200-17-0201 BIRTHDATE 06-05-1991 CLIENT-INDEX-NO 93051101A 0

BASEGZ , TWELVE A SR CA-DL/ID-NO M9011042

CURRENT FIRSTNAME A AUTH REP LAST NAME MRS AUTHORIZED REP ADDR FIELDS

REPRESENTATIVE 2190 MARKET STREET

LOS ANGELES CA 90021-9876 FLAG

LAST-MC/CP-CHG 03-01-2001 LAST-FS-CHG LAST-OTHER-CHG 03-29-2001 LAST-MC/CP-TRANS EW12 B LAST-FS-TRANS LAST-OTHER-TRANS GZ20 B

FILE-FIX-DATE

< PRESS PF13 FOR LIST OF VALID OPTIONS > * ENTER KEY RETURNS TO LIST OPTION

MEDS Inquiry Menu

MEDS Inquiry Request Menu Screen

Use the MEDS Inquiry Request Menu to access the HAP Inquiry Menu. Do one of the following:

Step	Action
1	In the OPTION field type "G" and press <enter>. OR</enter>
2	Place the cursor anywhere on the line of the "Health Access Programs Inquiry Menu (CCS/GHPP)" option and press <enter>. OR</enter>
3	Place the cursor in the field to the left of the "Health Access Programs Inquiry Menu (CCS/GHPP)" option, type any alphabetic character and press <enter>. OR</enter>
4	From a <u>blank</u> screen, type the transaction code HEMI, and press <enter>.</enter>

"G" Option Access

From the MEDS Inquiry Request Menu In the OPTION field type "G" and press <Enter>.

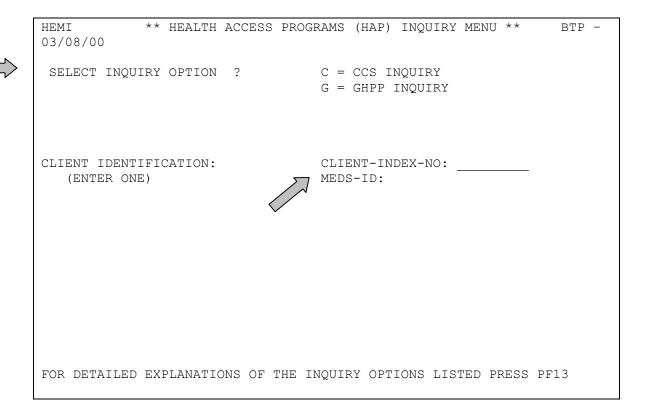
```
MENU
                    ** INQUIRY REQUEST MENU **
                                                    BPT - 03/14/00
 OPTION ?
 (PF12)
         R = INOR - MEDS RECIPIENT INQUIRY BY ID NUMBER
         N = INQN - MEDS RECIPIENT INQUIRY BY NAME
         C = INCI - HEALTH SERVICES STATEWIDE CLIENT INDEX INQUIRY
         W = INQW - MEDS CASE MEMBER INQUIRY
 (PF23)
 (PF21)
         X = INXR - MEDS CROSS REFERENCE FILE INQUIRY
          S = SOCR - SHARE OF COST SPENDDOWN CASE MEMBERS/STATUS
                  - MEDS IMMEDIATE NEED ELIGIBLE RECORD (FUTURE)
         T = INXT - MEDS IMMEDIATE NEED COUNTY ID CROSS REFERENCE
 (PF20)
         A = INWA - MEDS WORKER ALERTS
         H = HOLD - MEDS WORKER ALERTS FOR "HOLD" RECORDS
 (PF19)
         I = IEVS - INCOME/ELIGIBILITY VERIFICATION SYSTEM MENU
         O = HOME - HOMELESS ASSISTANCE PROGRAM MENU
         V = HIAR - HEALTH INSURANCE SYSTEM MENU
         G = HEMI - HEALTH ACCESS PROGRAMS INQUIRY MENU (CCS/GHPP)
          Y = TRAC - TRAC INFORMATION SYSTEM MAIN MENU (PRODUCTION)
          Z = TRAT - TRAC INFORMATION SYSTEM MAIN MENU (TRAINING)
         M = MOPI - PROVIDER ELIGIBILITY VERIFICATION RESPONSE (POS)
  FOR DETAILED EXPLANATIONS OF THE INQUIRY OPTIONS LISTED PRESS PF13
```

and internal use only.

MEDS Inquiry Menu, Continued

HAP Inquiry Menu

The Resulting Health Access Programs Inquiry Menu (HEMI) screen displays.



View HAP Eligibility

HAP Eligibility displays on the View CCS Information screen.

Step	Action
1	Type "C" at the Inquiry Option.
2	Type the MEDS ID or Client Index Number for the CCS Client. Press <enter>.</enter>

MEDS Inquiry Menu, Continued

View CCS Information Screen

The "View CCS Information" screen will display MEDS and HAP information for CCS patients.

```
VIEW CCS INFORMATION ***
                                                       BSU - 03/14/00
             , JANE
                             DOB: 11-23-1971
                                                MEDS-ID:131 11 1111
DOE
                             SEX: F
                                                 CIN: 92343434A
C/O BARBARA DOE
9999 ALMOND STREET
                             CURR-MCARE-STATUS: HIC-NO:
CHICO
                   95928
                            BIC-ISSUE: 05-07-98 PAPER-ISSUE:
DEATH-DT:
                   DEATH-CD: KNOWN-TO-CMS: 1
                                                NOTIFY-CMS:
BENE-PHONE: (530) 978-4343
                             CURR-OHC:
                                           K
PGM: M C H
                                           3
                                                        FS
                                                                  CW
           # SEGMENTS RETURNED: 010
                                            # SEGMENTS FOUND: 010
CCS DATA:
             AID CODE COUNTY
                                    START DATE END DATE
                9K
                            34
                                    01/01/2000
                                                  01/31/2000
                9K
                            34
                                    12/01/1999
                                                  12/30/1999
                                                  11/30/1999
                9M
                            34
                                    11/01/1999
                9N
                           43
                                    09/10/1999
                                                   09/15/1999
                           43
                9K
                                    08/01/1999
                                                  09/09/1999
                           43
                                                 07/31/1999
                9K
                                    06/01/1999
                           43
                                    06/01/1998
                9K
                                                 05/31/1999
                           43
                                    06/01/1997
                                                   05/31/1998
                9K
                          43
                                    06/01/1996
                                                   05/31/1997
                9K
                9K
                           43
                                    06/01/1995
                                                   05/31/1996
REQUESTED-ID: 92343434A
                                                          PF13 = HELP
       (N = NEXT, P=PREV, G = HAP INQUIRY MENU, M = MEDS INQUIRY)
ACTION
```

Action Values

Action	Definition
N =NEXT:	Will display the next page of CCS or GHPP HAP segments found (if any additional segments to display).
P = PREV:	Will display the previous page of CCS or GHPP HAP segments (if a previous page had already been displayed).
G =HAP INQUIRY MENU:	Will return to the HAP Inquiry Menu.
M =MEDS INQUIRY:	Will display the MEDS PRIMARY MEDI-CAL/CMSP INFORMATION screen (INQM) for the given MEDS ID. From this screen, the user can then view all of the other MEDS screens.

MEDS Inquiry Menu, Continued

Help Screen for the MEDS Inquiry Request Menu

When the user presses <PF13> Help key, the following screen displays. This screen lists the valid options and instructions for using the Inquiry Request Menu.

```
MENU
                   ** INQUIRY REQUEST MENU **
                                                      BTP - 03/08/00
   OPTION ?
          The transactions listed on the MENU screen can be selected
          using any of the following methods:
          *1* Enter the letter corresponding to one of the highlighted
              options in the OPTION field and then press ENTER.
             The valid options are: R,N,C,W,X,S,T,A,H,I,O,V,G,Y,Z,M.
     (
          *2* Position the cursor anywhere on the line of the desired
             option and press ENTER.
          *3* Enter any alphabetic character in the field to the left of
             the desired option and press ENTER.
     ( |
          In addition, these two universal methods can be used:
          *** Press the PF key identified next to the option. PF keys
     ( |
             are available for options R, N, W, X, A, and I.
          *** Clear the screen (press CLEAR) and enter the \,4\, character
              transaction code listed to the right of the option.
          F7=Prev F8=Next
                                       Press CLEAR to return to MENU
```

Recipient Inquiry Request

Recipient Inquiry Request Screen (INQR)

A second way to gain entry to the Health Access Programs Inquiry Menu from a MEDS inquiry screen is through the MEDS RECIPIENT INQUIRY REQUEST menu shown below. Access this screen by pressing <PF12>.

Step 1

From this screen, user selects one of the inquiry options for a given ID. In this example, select "M" (Medi-Cal/CMSP – Primary) with Client Index Number (CIN) 90002960D.

	INQR ** RECIPIENT	INQUIRY REQUEST **
	SELECT INQUIRY OPTION m	A = ADDRESS INFORMATION B = BUY-IN AND BENDEX C = OTHER HEALTH COVERAGE D = CHANGE DATES AND AUTH. REP. INFORMATION E = OTHER CLIENT ELIGIBILITY INFORMATION
	RECIPIENT IDENTIFICATION:	F = FOOD STAMP
	(ENTER ONE)	G = FOOD STAMP ABAWD CALENDAR H = HEALTH CARE PLANS 1 THROUGH 3
	MEDS-ID:	I = HEALTH CARE PLANS 1 THROUGH 3
	COUNTY-ID:	J = HEALTH CARE PLANS 13-15 MONTHS PRIOR
_	HIC-NO:	K = HEALTH CARE PLAN CAPITATION INFORMATION
	CLIENT-INDEX-NO: 90002960D	M = MEDI-CAL/CMSP PRIMARY
	CA-DL/ID-NO: *****	P = PENDING/DENIED APPLICATIONS & APPEALS
	ALIEN-NO: ******	T = WELFARE TRACKING
		X = TITLE XVI SSI/SSP
		1 = MEDI-CAL/CMSP SPECIAL PROGRAM 1 2 = MEDI-CAL/CMSP SPECIAL PROGRAM 2
		3 = MEDI-CAL/MMSP SPECIAL PROGRAM 3
		4 = MEDI-CAL/CMSP PENDING
		5 = MEDI-CAL/CMSP FUTURE PENDING
		6 = MEDI-CAL/CMSP 13-15 MONTHS PRIOR

Recipient Inquiry Request, Continued

Inquiry Medi- Cal Screen

The resulting INQM screen is displayed for the entered CIN.

Step 2

User enters "HE" in the OPTION field to display the Health Access Programs Inquiry Menu.

→ Notice the MEDS ID that corresponds to CIN 90002960D is 154-02-1152

INQM	**	PRIMAR	Y MEDI	-CAL/	CMSP	INFORM	ITAN	ON **		BTP -	03/0	08/00	
CASE-NAME T												OCUR	М
MEDS-ID 154								- , -					
BIRTHDATE 0													95814
CHAINED-ID													
PRIOR-MEDS-													
WELFARE-PGM												RM-RE	
CIN 9000296	OD 8	HIC-NO)			BIC-IS	SSUE	04-01	-00 I	PAPER-	ISSUE	€	
PGM: M C H	1			2			3			FS		CW	СН
		2000=		=====	===>	1999==			=====				====>
05-	00 PEN	D JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
COUNTY	02				02						01	01	
AID-CODE	30				30						30	30	
ELIG-STAT 0	01				001						002	002	
SOC-AMT													
CERT-DAY													
OHC	N				N						N	N	
RESTRICT													
MEDICARE													
HCP1-NUM													
HCP1-STAT													
OPTION HE <	PRESS	PF13 1	FOR LI	ST OF	VALI	D OPTI	ONS	> * P	RESS	ENTER	KEY	TO R	ETUŔŃ

Recipient Inquiry Request, Continued

HAP Inquiry Menu Screen

Step 3

The resulting Health Access Programs Inquiry Menu (HEMI screen) is displayed. The MEDS ID field is populated with the MEDS ID from the INQM screen. Only the MEDS ID field (rather than the CIN field) will be populated when the user enters the HEMI screen in this manner.

```
HEMI ** HEALTH ACCESS PROGRAMS (HAP) INQUIRY MENU ** BTP - 03/08/00

SELECT INQUIRY OPTION ? C = CCS INQUIRY G = GHPP INQUIRY

CLIENT IDENTIFICATION: CLIENT-INDEX-NO: MEDS-ID: 154 02 1152

FOR DETAILED EXPLANATIONS OF THE INQUIRY OPTIONS LISTED PRESS PF13
```

HAP Eligibility

To view HAP eligibility for a CCS client, access the View CCS Information screen.

Step	Action
1	Type "C" at the Inquiry Option.
2	Type the MEDS ID or Client Index Number for the CCS Client. Press <enter>.</enter>

Continued on next page

and internal use only.

Recipient Inquiry Request, Continued

View CCS Information Screen

The "View CCS Information" screen will display MEDS and HAP information for CCS

```
*** VIEW CCS INFORMATION ***
                                                      BSU - 03/14/00
             , JANE
                             DOB: 11-23-1971
DOE
                                               MEDS-ID:131 11 1111
                             SEX: F
                                                CIN: 92343434A
C/O BARBARA DOE
9999 ALMOND STREET
                             CURR-MCARE-STATUS: HIC-NO:
CHICO
                   95928
                            BIC-ISSUE: 05-07-98 PAPER-ISSUE:
DEATH-DT:
                   DEATH-CD: KNOWN-TO-CMS: 1
                                                NOTIFY-CMS:
BENE-PHONE: (530) 978-4343
                             CURR-OHC:
                                           K
PGM: M C H
                                           3
                                                       FS
                                                                  CW
           # SEGMENTS RETURNED: 010
CCS DATA:
                                           # SEGMENTS FOUND: 010
             AID CODE COUNTY
                                    START DATE END DATE
                9K
                           34
                                    01/01/2000
                                                 01/31/2000
                9K
                           34
                                    12/01/1999
                                                 12/30/1999
                                                  11/30/1999
                           34
                                    11/01/1999
                9М
                9N
                           43
                                    09/10/1999
                                                  09/15/1999
                                               09/09/1999
07/31/1999
                           43
                9K
                                    08/01/1999
                           43
                9K
                                    06/01/1999
                          43
                                    06/01/1998
                9K
                                                 05/31/1999
                          43
                                    06/01/1997
                                                  05/31/1998
                9K
                          43
                                    06/01/1996
                                                  05/31/1997
                9K
                9K
                          43
                                    06/01/1995
                                                  05/31/1996
REQUESTED-ID: 92343434A
                                                         PF13 = HELP
       (N = NEXT, P=PREV, G = HAP INQUIRY MENU, M = MEDS INQUIRY)
ACTION
```

Action Values

Action	Definition
N =NEXT:	Will display the next page of CCS or GHPP HAP segments found (if any additional segments to display).
P = PREV:	Will display the previous page of CCS or GHPP HAP segments (if a previous page had already been displayed).
G =HAP INQUIRY MENU:	Will return to the HAP Inquiry Menu.
M =MEDS INQUIRY:	Will display the MEDS PRIMARY MEDI-CAL/CMSP INFORMATION screen (INQM) for the given MEDS ID. From this screen, the user can then view all of the other MEDS screens.

Recipient Inquiry Request, Continued

Request CCS Information

The following can occur:

- If data is NOT found for the requested ID on <u>both</u> MEDS and HAP, then error message 251 will display on the Health Access Programs (HAP) Inquiry Menu screen.
- 2. If data IS found on MEDS but NOT on HAP for the requested ID, then the MEDS data will be displayed on the View CCS/GHPP Information screen. No error message will display.
- 3. Conversely, if data IS found on <u>HAP</u> but NOT on <u>MEDS</u> for the requested ID, then the HAP data will display on the View CCS/GHPP Information screen.

Error message 250 will display stating that the requested ID was not found on MEDS. This will indicate that there is a problem since all IDs found on HAP should also be found on MEDS

Cross Reference Search

- 1. When the user enters a CIN, the system searches the HAPDB and the CIN cross-reference file (CINXREF).
- 2. Once found on the CINXREF, the MEDS ID from the CINXREF will be used to search the MEDS Data Base (MEDSDB). The located CIN may or may not match the entered CIN.
- 3. The "View CCS Information" screen will display the MEDS CIN in the CIN field and the entered CIN in the REQUESTED-ID field.
 - If the MEDS CIN differs from the entered CIN, message "254 ACTIVE MEDS CIN DIFFERENT FROM REQUEST CIN" will display.
 - The user can initiate another inquiry request using the MEDS CIN if desired.

Recipient Inquiry Request, Continued

HEMI Screen Functionality

Below is information regarding HEMI screen functionality:

If	Then
When the user enters both a CIN and a MEDS ID,	The entered CIN will be used for the inquiry.
When the user enters a MEDS ID,	The system will search the MEDS database (MEDSDB).
	Once found, the active CIN from the MEDS data base will then be used to search the Health Access Program database.
When a value other than "C" or "G" is entered in the "SELECT INQUIRY OPTION" field,	Error message "024 SPECIFY VALID OPTION" will display.
When no value is entered in the "SELECT INQUIRY OPTION",	Error message "010 REQUIRED FIELD MISSING" will display.
When no value is entered in either the CLIENT INDEX NO or MEDS-ID field,	Error message "010 REQUIRED FIELD MISSING" will display.
When the PF13 key is pressed,	A Help screen will display.

Recipient Inquiry Request, Continued

New Online HEMI Error Messages Below is a list of the new HEMI error messages:

Message No	Message Text		
250	NO RECORD FOUND ON MEDS		
251	NO RECORD FOUND ON MEDS AND HAP		
252	HAP SYSTEM UNAVAILABLE		
253	HAP SYSTEM UNAVAILABLE NO RECORD FOUND ON MEDS		
254	ACTIVE MEDS CIN DIFFERENT FROM REQUEST CIN		

INWA Request Screen

Overview

The Online Worker Alert Inquiry screen (INWA) provides a summary of all system alerts and problems that were identified for the query based on the specific entries made. The system provides a mechanism for problem resolution and transaction history for immediate access by counties and state.

The system does not delete messages when an error situation is resolved, but continues to display all messages until purged. INWA is routinely purged and only the most recent 90 days of alerts will display.

User Differences

Use of the INWA function is varied based on the user.

Eligibility Workers:

An Eligibility Worker may only be interested in alerts for a specific beneficiary. Entering only the MEDS-ID will obtain information for that individual.

In addition, that worker may want to see all alerts for his/her worker number for a given date. Entering the COUNTY numeric code and worker number may be sufficient

Specialized Workers:

Specialized workers may want to clear a specific message type and/or message number *with or without* entry of a creation date. This process would provide an on-line listing of cases requiring action for use instead of printed reports.

Supervisory Staff:

For supervisory/administrative staff, use of the various fields provides a method to monitor staff work as well as to identify problem trends for training or corrective action.

INWA Request Screen, Continued

Access the INWA Request Screen

The INWA inquiry request screen is accessed in <u>one</u> of the following ways:

- Select option "A" from the MEDS Inquiry Request
- Type "INWA" on a blank MEDS screen
- Press the <PF20> or <Shift F8> function key.
- From any other MEDS inquiry screen, type "WA" in the OPTION field at the bottom of that inquiry screen.

```
INWA
        * REQUEST FOR ONLINE WORKER ALERT INQUIRY *
    REQUIRED ENTRY: COUNTY AND WORKER, OR COUNTY AND SERIAL, OR MEDS-ID
             ----- FOR HELP - PRESS PF13 ------
COUNTY: (1)
MEDS-ID: (2)
DIST: (3) WORKER: (4)
CREATION DATE: (5)
SOURCE: (6)
             HCP: (7)
REPORT TYPE: (8) (MED OR CDB)
                     (DAILY, RENEW, RECON, SSN, BUYIN, EDWRD)
MSG TYPE:
             (9) (REJECT, ACCEPT, ALERT, URGENT, ACTION, HOTLINE)
MSG NUMBER:
press clear to quit.
```

INWA Request Screen, Continued

Data Elements

Field #	Name	Definitions and Instructions	
(1)	COUNTY	To view all messages for a county, enter county code only.	
		➤ Not recommended for very small counties as the listing will be too large and not easily useable.	
(2)	MEDS-ID	To view all messages for one MEDS-ID, enter only the MEDS-ID. To limit the search by county, enter the County code (1) as well. Includes all messages created on this MEDS-ID for this recipient.	
(3)	DIST	To view messages specific to a district office in a county, enter the DIST code and the County code (1). All cases assigned to this district will display.	
		➡ If a county does not input the DIST code routinely to MEDS, this search method is not practical.	
(4)	WORKER	To view messages for a specific worker in a county, enter the WORKER code and the County code (1).	
(5)	CREATION DATE	When a search by specific date is needed, enter the creation date. All messages for that day will display.	
		To refine the search, use the fields (1) through (4) to refine.	
(6)	SOURCE	To search on a source type, enter the code in this field. This is more practical for functions other than a county.	
(7)	HCP	To search on a health plan, enter the plan number. Refine the search using one of the fields above.	
(8)	REPORT TYPE	To search by report type, enter one of the listed types. Refine the search using one of the fields above.	
(9)	MSG TYPE	To search by a specific message type, enter one of the listed types. Refine the search using one of the fields above.	
(10)	MSG NUMBER	To search by a specific message number, enter the desired number. Refine the search by using one of the fields above.	

INWA Summary Screen

Overview

When using the MEDS INWA summary screen:

- If your search returns <u>one</u> summary screen, press <Enter> to return to the INWA Menu screen.
- If your search criteria returns <u>multiple</u> summary screens, press <Enter> or <PF8> to scroll forward. Press <PF7> key scroll backward.
- At the last summary screen, press < Enter > to return to the INWA menu screen.
- To return to the INWA menu screen before you reach the last summary screen, press <PF3>.
- To move to any of the inquiry screens for this individual, enter the last two characters of that screen name after the OPTION field.
- You can view the detail INWA screen for any of the transactions listed on the summary INWA screen by typing "S" in field #13.

INWA MEDS ONLINE	WORKER ALERT SUMMARY	IBF MM/DD/YY
COUNTY: (1) DISTRI	ICT: (2) WORKER:	(3) HCP: (4)
CASENAME: (5) COUNTY ID: (7)	PERSON NAME: (6) MEDS ID: (8)	BIRTHDATE: (9)
DATE TRANS SOURCE (10) (11) (12) (13)	MESSAGE) (14) (15)	
OPTION < PRESS PF13 FOR L:	IST > RETURN: ENT	PER DETAIL: "S" AND ENTER

INWA Summary Screen, Continued

Data Elements

Field #	Name	Definitions and Instructions	
(1)	COUNTY	The number code for the county.	
(2)	DISTRICT	The county's district office code if available.	
(3)	WORKER	The Eligibility Worker (EW) number if available.	
(4)	HCP	The HCP number if available.	
The fol	The following information will display for each record found matching the search criteria.		
(5)	CASE NAME	Payee name for the case.	
(6)	PERSON NAME	Name of client (Last, First, Initial)	
(7)	COUNTY ID	County number, aid code, seven-digit serial number, FBU and person number.	
		For CCS Client, County ID is the Responsible County code, the CCS Aid code, and the number '9' and the CIN.	
(8)	MEDS ID	Client's SSN or a MEDS assigned pseudo number SSN if the SSN is unknown.	
(9)	BIRTHDATE	The recipient's date of birth.	
(10)	DATE	Date of the transaction that created the INWA listing.	
(11)	TRANS	The transaction code that created the INWA listing.	

INWA Summary Screen, Continued

Data Elements (continued)

Field #	Name	Definitions and Instructions	
(12)	SOURCE	The transaction source that created the INWA listing.	
(13)	Detail Request	Enter an "S" in this field if you wish to see the detail for this INWA listing.	
(14)	ERROR MESSAGE NO	The error message number for this entry. See appropriate Appendix.	
(15)	ERROR MESSAGE DESCRIPTION	The description of the error message for this entry. See appropriate Appendix.	

INWA Detail Screen

Overview

The <u>Detail</u> INWA screen is accessed from the Summary INWA screen. Press <PF13> to return to the Summary INWA screen.

To see another <u>Inquiry</u> screen for this individual enter the last two characters of the screen name after the OPTION field and press <Enter>.

INWA	MEDS C	ONLINE WORKER ALERT INQU	IRY IBF	MM/DD/YY
***** C	ONFIDEN	T I A L ***** * * *	* DAILY MEDI-CAL	ALERT * * * *
TRAN-CODE CASENAME:	(6)	PERSON-NAME:	(3) DIST:	. ,
COUNTY-ID): (8)	MEDS-ID:	(9) BIRTHD	ATE: (10)
(11) ((12)			(13)
DED D	ATA-ELEMENT		CONTENTS	
(14) ((15)		16)	
OPTION	< PRESS PF13	FOR LIST > RESUME	SCROLL: ENTER O	R ENTER OPTION

INWA Detail Screen, Continued

Data Elements

Field #	Name	Definitions and Instructions	
(1)	TRAN-CODE	Code-name for the submitted transaction that created the listing on INWA.	
(2)	SOURCE	The source of the transaction.	
(3)	CREATE DATE	The date that the transaction was entered on the INWA transaction.	
(4)	DIST	County district code.	
(5)	EW	The Eligibility Worker's number.	
(6)	CASENAME	Payee name for the case.	
(7)	PERSON- NAME	Name of client (Last, First, Initial)	
(8)	COUNTY-ID	County number, aid code, seven-digit serial number, FBU and person number.	
		For CCS Client, County ID is the Responsible County code, the CCS Aid code, and the number '9' and the CIN.	
(9)	MEDS-ID	Client's SSN or a MEDS assigned pseudo number SSN if the SSN is unknown.	
(10)	BIRTHDATE	Date of birth for this recipient.	

INWA Detail Screen, Continued

Data Elements (continued)

Field #	Name	Definitions and Instructions
(11)	ERROR MESSAGE NUMBER	The error message number identified with the transaction. See appropriate Appendix for more detail.
(12)	ERROR MESSAGE DESCRIPTION	The error message description identified with the transaction. See appropriate Appendix for more detail.
(13)	ERROR MESSAGE ACTION	The action code identified to the error message. See appropriate Appendix for more detail.
(14)	DED NUMBER	The data element number that is identified with the error message number. See Appendix B DED or more detail.
(15)	DED DESCRIPTION	The description of the data element number. See Appendix B DED or more detail.
(16)	DED VALUE	The value that was input for the data element. See Appendix B DED or more detail.

Help Menus

Overview

When the user presses the PF13 key from the MEDS Inquiry menus or the MEDS Online Worker Alert Summary screen (INWA), a help screen is displayed.

This screen lists the valid options for transferring to another MEDS screen. The help screen will display "HE = HAP Inquiry Menu" as a valid option.

→ The MEDS INQE inquiry screen displays the CMS Indicator (Data Element 2625) and CMS Notification flag (Data Element 2626) fields.

INQE Screen Help Menu

Below is a sample INQE screen with help menu.

```
INOE
         ** OTHER CLIENT ELIGIBILITY INFORMATION ** BTP - 03/24/00
MEDS-ID 154-02-1152
                  BIRTHDATE 09-05-1969 CLIENT-INDEX-NO 90002960D 8
NAME KDELO , ADDCUR M
                                         PHONE
SSN-VE | XN = Name Xref Rpt | ETHNIC | XX = Client Index Xref Rpt | Y TANGUA | IN
                                             ALIEN-ELIG
ALIEN-SPONSOR-STAT
ALIEN-NO
    | Worker Alert Inquiries
                                    | 3
                                                  FS
PGM: | HD = Hold Alerts
                                                         CW C H
     | WA = Worker Alerts
                                    | =======>
                                    | UN JUL AUG SEP OCT NOV DEC
ORIG-A | Other Inquiries
NEG-AC | HI = HIS Action Request Menu
MULTI- | HE = HAP Inquiry Menu
RES-CO |
HF-DAY | Press CLEAR to return
ST/FED | F7=Prev F8=Next
     +-----{More -+ }-+
OPTION < PRESS PF13 FOR LIST OF VALID OPTIONS > * ENTER KEY RETURNS TO LIST
```

Help Menus, Continued

INWA Screen Help Menu

Below is a sample of the MEDS Online Worker Alert Summary INWA screen with help menu:

INWA	MEDS ONLINE WORKER ALERT SUMMARY BTP 03/24/00
COUNTY:	04 DISTRICT: TST WORKER: ROSE HCP:
COUNTY -	E: CIN XERF N SCI PERSON NAME: MULTI CIN , ALERT T
) 	WA = Worker Alerts
OPTION _	<pre>< PRESS PF13 FOR LIST > PF3=RETURN, PF8=NEXT</pre>

MEDS Alerts

MEDS Alerts Reports

MEDS alerts are available in hard copy format as shown in the example below.

The hardcopy alerts are the same ones that appear on the MEDS screens "MEDS Online Worker Alert Summary" and "MEDS Online Worker Alert Inquiry". The reports will be mailed on a daily basis to the attention of the CCS Administrator in each county.

The alert reports will be sorted by:

- 1. **District** the county code or regional office code (NCR, SCR, or SRO) of the last user who updated the patient record in CMS Net.
- 2. **Worker** the worker code of the last user who updated the patient record in CMS Net.
- 3. **CIN**

MEDS Alerts, Continued

CCS Daily Alerts Screen

STATE OF CALIFORNIA - DEPARTMENT OF HEALTH SERVICES MEDI-CAL ELIGIBILITY DATA SYSTEM STATE WORKER ALERT REPORT * * * * CCS DAILY ALERTS * * * * REPORT NO: RS-MED110-R002 OFFICE: CCS PRINT DATE: 03/13/2001 DISTRICT: 43 PAGE: 17 WORKER: AJ89 ===================================
* * * * CCS DAILY ALERTS * * * * REPORT NO: RS-MED110-R002 OFFICE: CCS PRINT DATE: 03/13/2001 DISTRICT: 43 PAGE: 17 WORKER: AJ89 ===================================
REPORT NO: RS-MED110-R002 OFFICE: CCS PRINT DATE: 03/13/2001 DISTRICT: 43 PAGE: 17 WORKER: AJ89
PRINT DATE: 03/13/2001 DISTRICT: 43 PAGE: 17 WORKER: AJ89
PRINT DATE: 03/13/2001 DISTRICT: 43 PAGE: 17 WORKER: AJ89
PAGE: 17 WORKER: AJ89 CONFIDENTIAL
======================================
CASE-NAME PERSON-NAME RECORDS CMSTHREE E
COUNTY-ID 43-9K-9900018-5-7S MEDS-ID 656-01-0052 BIRTHDATE 04/15/1987
TRANSACTION-CODE GZ20 SOURCE 003 CREATION-DATE 03/13/2001
MESSAGE
2130 DECEASED PER MEDS - CONTACT YOUR MEDS LIAISON *URGENT*
DED# DATA-ELEMENT CONTENTS
2015 MEDS DATE OF DEATH 03/01/2001
2019 MEDS DEATH INFO SOURCE V
9109 TRANS ESAC CURR 1
0150 TRANS TERM-DATE / /
0185 TRANS TERM REASON
CASE-NAME PERSON-NAME RECORDS , CMSNINETEE A
COUNTY-ID 43-9K-9900018-7-3S MEDS-ID 656-01-0068 BIRTHDATE 07/09/1993
COUNTY ID 43 SK SSOUTE / SS MEDS ID 030 01 0000 BIRTHDATE 0//05/1993
TRANSACTION-CODE GZ20 SOURCE 006 CREATION-DATE 03/13/2001
MESSAGE
1503 CLIENT INDEX NUMBER/MEDS-ID CONFLICT *URGENT*
DED# DATA-ELEMENT CONTENTS
H064 TRANS HDR CIN 90001873S
H054 TRANS HDR MEDS-ID 656010068
X002 XREF MEDS-ID 656010047

Results of MEDS Updates

Overview

This section displays screen samples with the resulting MEDS updates. Affected fields are bolded.

INQM Screen

Resulting MEDS updated fields are **bolded**.

INQM ** PRIMARY MEDI-CAL/CMSP INFORMATI	ON ** BWR - 03/30/01
CASE-NAME DISTRICT COUNTY-ID 33-9M EW-CODE	PADILLA , JOVITA
MEDS-ID 401-17-0119 SSN-VER 1 REDETERM-MO	1321 3RD ST
BIRTHDATE 01-15-1992 SEX F GOVT-RESP 6	LOS OSOS CA 93402
CHAINED-ID LAST-MC/CP-CHG	ADDRESS-FLAG A RES-COUNTY 33
PRIOR-MEDS-ID LAST-OTH-CHG 03-29-01	APDP PICKLE RECOVERY
WELFARE-PGM 001 DEATH-DT DEATH-CD	TERM-DT TERM-REAS
CIN 90720101A 2 HIC-NO BIC-ISSUE	03-29-01 PAPER-ISSUE
PGM: M 1 2 3	FS CW
2001=====> 2000======	=======>
04-01 PEND JAN FEB MAR APR MAY JUN	JUL AUG SEP OCT NOV DEC
COUNTY 33	
AID-CODE 9M	
ELIG-STAT 999	
SOC-AMT	
CERT-DAY	
OHC N	
RESTRICT	
MEDICARE	
HCP1-NUM	
HCP1-STAT	
OPTION < PRESS PF13 FOR LIST OF VALID OPTIONS	> * PRESS ENTER KEY TO RETURN

Results of MEDS Updates, Continued

INQE Screen

Other Client Eligibility Information screen. Resulting MEDS updated fields are **bolded**.

** OTHER CLIENT ELIGIBILITY INFORMATION ** BWR - 03/30/01 INQE MEDS-ID 401-17-0119 BIRTHDATE 01-15-1992 CLIENT-INDEX-NO 90720101A 2 NAME PADILLA , JOVITA PHONE (916) 925-1789 ELIG-APPROVAL-DATE SSI-LAST-RECEIVED EXPECTED-DELIVERY-DATE
DEATH-POSTED

CMS-INDICATORS 1Y

PICKLE-TICKLER
LAST-PICKLE-CHG SSN-VER-BIRTHDATE REF/ALIEN-IND REF/ALIEN-IND ALIEN-ELI
INS-ENTRY-DATE ALIEN-SPO
COUNTRY-OF-ORIGIN ALIEN-NO ALIEN-ELIG ETHNIC 7 ALIEN-SPONSOR-STAT LANGUAGE 5 ORIG-AID NEG-ACTN MULTI-SOC RES-COUNTY 33 HF-DAYS ST/FED-IND < PRESS PF13 FOR LIST OF VALID OPTIONS > * ENTER KEY RETURNS TO LIST OPTION

Results of MEDS Updates, Continued

INQA Screen

MEDS Address Information screen.

Resulting MEDS updated fields are **bolded**.

INQA ** MEDS ADDRESS INFORMATION ** BWR - 03/30/01 MEDS-ID 401-17-0119 0 PADILLA , JOVITA BIRTHDATE 01-15-1992 CURRENT RESIDENCE 1321 3RD ST ADDRESS LOS OSOS CA 93402-1117-21 9 FLAG A PHONE (916) 925-1789 RESID IND Y RESIDENCE-COUNTY 33 PENDING RESIDENCE ADDRESS FLAG PHONE RESID IND RESIDENCE-COUNTY CURRENT JOHN AND MARY PADILLA MAILING 744 P ST ADDRESS SACRAMENTO CA 95814-6413-99 1 FLAG A PENDING MAILING ADDRESS FLAG OPTION < PRESS PF13 FOR LIST OF VALID OPTIONS > * ENTER KEY RETURNS TO LIST

Results of MEDS Updates, Continued

INQD Screen

Change Dates and Authorized Rep Information Screen, Resulting MEDS updated fields are **bolded**.

INQD ** CHANGE DATES AND AUTHORIZED REP. INFORMATION ** BWR - 03/30/01

MEDS-ID 401-17-0119 BIRTHDATE 01-15-1992 CLIENT-INDEX-NO 90720101A 2
PADILLA , JOVITA CA-DL/ID-NO

CURRENT AUTHORIZED REPRESENTATIVE

FLAG

LAST-MC/CP-CHG LAST-FS-CHG LAST-OTHER-CHG 03-29-2001
LAST-MC/CP-TRANS LAST-FS-TRANS LAST-OTHER-TRANS GZ20 B

FILE-FIX-DATE

OPTION < PRESS PF13 FOR LIST OF VALID OPTIONS > * ENTER KEY RETURNS TO LIST

Results of MEDS Updates, Continued

INXC Screen

County ID Cross Reference Report Screen. Resulting MEDS updated fields are **bolded**.

INXC	*	* COUNTY	-ID CROS	S REFE	RENCE RE	PORT	**	BWR	- 03/30,	/01	
			MEDS-1	D = 40	1-17-011	9					
	COUNTY-ID			COUNT	Y-ID			CC	OUNTY-ID		
	19-9M-9-90720	101A									
OPTI	ON < PRESS	PF13 FOF	R LIST OF	' VALID	OPTIONS	> *	ENTER	KEY	RETURNS	ТО	LIST

Results of MEDS Updates, Continued

INXN Screen

Name Cross Reference Report by name screen. Resulting MEDS updated fields are **bolded**.

INXN	** NAME CROSS	BWR - 03/30/01					
MEDS-ID = 401-17-0119							
LAST-NAME	FIRST-NAME	I BIRTHDATE	NAME-CODE COUNTY				
PADILLA	JOVITA	01/15/1992	33				
OPTION < PRESS	PF13 FOR LIST	OF VALID OPTIONS >	* ENTER KEY RETURNS TO LIST				

NOTES

This page intentionally left blank for User notes.